

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

62-15

9/18/15

## REPLACEMENT CERTIFICATES

**DO NOT IMPLEMENT THIS NOTICE UNTIL DECEMBER 21, 2015.**

### I. PURPOSE

This notice provides new instructions to inspection program personnel (IPP) regarding the issuance of replacement export certificates for FSIS Form 9060-5, *Meat and Poultry Export Certificate of Wholesomeness*. These new instructions supersede information regarding replacement certificates provided in [FSIS Directive 9000.1](#) *Export Certification*, section IX *Replacement Certificates* items A., B., E., and F.

### II. BACKGROUND

FSIS is modifying [FSIS Directive 9000.1](#) concerning replacement export certificates. Currently, the directive instructs IPP to date a replacement certificate with the date of the original certificate. The rationale for this procedure is the replacement certificate is a re-certification of the product's condition at the time of the initial export inspection and certification. After a review of current procedures, FSIS is changing the instructions to require IPP to date the replacement certificate with the date the certificate is issued. In addition, FSIS is now limiting the time a replacement certificate can be issued without re-inspection to forty-five calendar days as well as limiting the reasons a replacement certificate can be issued to five specific conditions. These changes will ensure that FSIS is issuing export certificates for products that are safe, wholesome and in accordance with the importing country's requirements at the time of certification.

### III. NEW PROCEDURES FOR REPLACEMENT CERTIFICATES

A. IPP may issue a replacement certificate without further re-inspection of the product, provided that the request is made within forty-five calendar days from the date the original certificate was issued and the replacement certificate has been requested for one of the following reasons:

1. The original certificate did not contain required information;
2. The original certificate contained incorrect information
3. The importer/exporter or consignee/consignor has changed, but is within the same country that appears on the original certificate. The foreign country on the original and replacement certificate is to remain the same unless circumstances described in 5. below arise;
4. The certificate was lost. If the certificate is lost, IPP are to be aware that the exporter is to provide a letter of assurance to the certifying official stating the certificate will be returned if found, and the replacement certificate can only restate the information contained on the original certificate; or

**DISTRIBUTION:** Electronic

**NOTICE EXPIRES:** 1/1/17

**OPI:** OPPD

5. The foreign country border closes to U.S. exports of the certified product, thereby requiring a new country of destination. If a foreign country's border has closed, a new country of destination for the product is necessitated. A replacement certification can be issued for the new country of destination, provided the country's requirements as outlined in the Export Library have been met. If the country's requirements as outlined in the Export Library have not been met, an export certificate cannot be issued.

**NOTE:** IPP may still choose to re-inspect the product in accordance with [FSIS Directive 9000.1](#) before issuing a replacement certificate.

B. When IPP receive a request to provide a replacement FSIS Form 9060-5, they are to verify that the request is consistent with at least one of the approved reasons provided in Section III. A. of this notice. If the request for a replacement certificate is for a consolidation of product or a subdivision of product, then IPP are to check that the conditions specified in Section III. H. and I. of this notice are also met. If the replacement certificate request is consistent with the aforementioned parts of this notice, IPP are to issue a replacement certificate and the certifying official is to date the replacement certificate with the current date when signing the certificate.

C. IPP are to verify that all previous certificates numbers and associated dates appear in the "Remarks" of the most current certificate.

D. In the "Remarks" section of the form, IPP are to write: "This certificate is issued in lieu of certificate no. *<insert original certificate number(s)>* dated *<insert date(s) of the original certificate>*. The export mark on the product covered by this certificate shows certificate no. \_\_\_\_\_."

1. Example 1 (single replacement): This certificate is issued in lieu of certificate no. MPA-123456 dated Nov 1, 2012. The export mark on the product covered by this certificate shows certificate no. MPA-123456 or
2. Example 2 (series of replacements): This certificate is issued in lieu of certificate no. MPA-234567 dated 12/01/2012, which was issued in-lieu of MPA-123456 dated 11/01/2012. The export mark on the product covered by this certificate shows certificate no. MPA-123456."
3. Example 3 (consolidation): This certificate is issued in lieu of certificate no MPA-123456 dated 11/01/2012 and MPA-234567 dated 12/01/2012. The export mark on the product covered by this certificate shows certificate no. MPA-123456 and MPA-234567."

**NOTE:** Including the original certificate number and date in the remarks section retains information regarding the product's condition at the time the original certificate was issued.

E. In the box titled "District Office" write or type the name of the district of the signing official.

F. If the FSIS export library requirements for any country states that replacement certificates cannot be issued, IPP are not to issue a replacement for that country.

G. When IPP receive a request for a replacement certificate but the original certificate has a date that exceeds forty-five calendar days or is for a country other than the country listed on the original certificate (except in the case of a foreign country border closing), IPP are to refuse the request, and inform the requestor that FSIS requires re-inspection of the product and the issuance of a new certificate in accordance with the procedures contained in [FSIS Directive 9000.1](#), Section VII. When this happens, all export stamps and other markings need to be removed or completely covered and a new export stamp issued. IPP are to ensure that previous stamps are in fact not visible before issuing a new export stamp.

H. IPP are to continue to issue multiple export certificates to replace an original export certificate, if the exported product has been subdivided for shipping to more than one consignee. Because issuing multiple replacement export certificates is in addition to the basic export certification of wholesomeness, IPP are to charge the exporter for the time necessary to issue and sign multiple replacement export certificates.

I. IPP are to issue replacement certificates for multiple original export certificates, if the product has been consolidated for shipping to a single consignee, provided the:

1. Request is made with-in forty-five calendar days from the signature date of the original certificates;
2. Request involves the same country as the original certificates, except in cases as described in Section III. A.5. of this notice;
3. Consignment was originally described in sufficient detail on the original certificates to enable the direct correlation of containers, identification, and corresponding weights on the new certificates; and
4. The exporter has returned original certificates for cancellation.

#### IV. QUESTIONS

Refer technical questions to the Import/Export Coordination and Policy Development Staff through [askFSIS](#) or by telephone at 1-855-444-9904. When submitting a question, use the Submit a Question tab and enter the following information in the fields provided:

Subject Field: Enter **Notice 62-15**  
Question Field: Enter question with as much detail as possible.  
Product Field: Select **Export** the drop-down menu.  
Category Field: Select **Export Certificates** from the drop-down menu.  
Policy Arena: Select **International Import/Export** from the drop-down menu.

When all fields are complete, press **Continue** and at the next screen press **Finish Submitting Question**.

**NOTE:** Refer to [FSIS Directive 5620.1](#), *Using askFSIS*, for additional information on submitting questions.



Assistant Administrator  
Office of Policy and Program Development